



Tavistock and District Minor Hockey Association Policies and Procedures Manual

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Section 1-Introduction and General Information

This Policy and procedure manual works in conjunction with the Tavistock and District Minor Hockey Association Constitution (hereafter referred to as T.D.M.H.A.) Any policies and procedures believed to be in place prior to this document's effective date are hereby no longer recognized and are invalid.

T.D.M.H.A. Executive Committee 2015-2016

The following are the members of the Tavistock and District Minor Hockey Association (hereafter referred to as T.D.M.H.A.) Executive. These members have been put into place as outlined in T.D.M.H.A.'s Constitution Article 5 and 6.

T.D.M.H.A. EXECUTIVE COMMITTEE 2015-2016		
President	Mike Donaldson	donaldson121@hotmail.com
Vice President	MC Lamond	diamond@rogers.com
Treasurer	Grant Hutcheson	ghutcheson@saputo.com
Secretary	Paul Matresky	tavihockey@yahoo.ca
Director	Arnie Schwartzentruber	arnieschwartz@msn.com
Director	Chad Blum	chadb@pinnacletransportation.com
Director	Chad Ziegler	cjrrziegler@rogers.com
Director	Dave McLaren	dmclaren@execulink.com
Director	Greg Barker	gltsb@rogers.com
Director	James Kropf	JKropf@newlifemills.com
Director	Lee Griffi	leegriffi@rogers.com
Director	Mike Harvey	mharv97@yahoo.ca

Any concerns that you might have can be directed to a member of a specific sub-committee, or any member of the Executive Committee. If you wish to make a presentation to the Executive Committee (as a whole), please contact the Secretary of T.D.M.H.A. for specific guidelines regarding presentations or delegations to the Board.

Copies of the TDMHA Constitution are available upon request from the Secretary of T.D.M.H.A. or on the T.D.M.H.A. website.

Mission Statement

Tavistock and District Minor Hockey Association's (TDMHA) goal is to provide a well structured and organized minor hockey program and promote the development of hockey and life skills to youth.

Objectives

- to provide a fun safe environment for all participants to excel in the game of ice hockey.
- to provide opportunities for youth within the T.D.M.H.A.'s boundaries to play organized minor hockey.
- to promote good sportsmanship, fair play, respect, honesty, and integrity for all players, coaches and spectators.
- promotion of the value of teamwork, and the great things that can be achieved by individuals working together for a common goal.
- to instill the importance of hard work, and the accomplishments that come from it.
- to promote hockey at all levels of development , and encourage youth to become involved in the sport of hockey.
- promote to all members to become involved, to help and assist in the community using the life skills they have learned from their experiences in hockey.
- to be fiscally responsible and make sound decisions to allow minor hockey to thrive for future participants.

T.D.M.H.A. Sub-Committees 2015-2016

Sub-committees will be formed in accordance with T.D.M.H.A.'s Constitution bylaw Article 6.03 to distribute responsibilities and tasks that the T.D.M.H.A. needs to perform throughout the season. The sub-committee for the 2015-2016 season are as shown below on page 6.

T.D.M.H.A. SUB-COMMITTEES 2015 - 2016

League Representative	Arnie Schwartzentruber	arnieschwartz@msn.com	
League Representativen - Alternate	Southern Counties - Chad Ziegler	cjrrziegler@rogers.com	
	Grand River - Paul Matresky	tavihockey@yahoo.ca	
	Beechey Juvenile - Paul Matresky	tavihockey@yahoo.ca	
OMHA Centre Contact	Arnie Schwartzentruber	arnieschwartz@msn.com	
Ice Time Allocation Coordinator	Dave McLaren	dmclaren@execulink.com	
Registration Coordinator	Paul Matresky, Greg Barker,	tavihockey@yahoo.ca	
Budget Committee	Grant Hutcheson (Chair); M.C. Lamond;	ghutcheson@saputo.com	
	Lee Griffi; Greg Barker, Paul Matresky		
Coaching Committee	James Kropf; Chad Blum; Dave McLaren;	cjrrziegler@rogers.com	
	Mike Harvey; Chad Ziegler(Chair), Greg Barker		
Equipment Committee	Mike Harvey (Chair), Lee Griffi;	harveyspropertycare@rogers.com	
	Chad Blum; , James Kropf		
Timekeeper Coordinator	Wayne Triemstra		
Gatekeeper Coordinator	M.C. Lamond	diamond@rogers.com	
Referee Coordinator	Keith Matresky		
Tournament Committee	Jess Harvey; Lee Griffi		
Wrap Up Weekend Committee	All Executive members		
Parent Rep Coordinator	M.C. Lamond	diamond@rogers.com	
TDMHA Minor Hockey Parent Liaison	Lee Griffi	leegriffi@rogers.com	
Team & Photograph Committee	Dave McLaren - Scheduling of Ice Time	dmclaren@execulink.com	
	Paul Matresky - Team Appointments	tavihockey@yahoo.ca	
Minor Hockey Ombudsman			
Insurance Coordinator	Lee Griffi	leegriffi@rogers.com	
Police Record Check Coordinator	James Kropf	JKropf@newlifemills.com	
Video/DVD Library	Dave McLaren	dmclaren@execulink.com	
Trophy Case	Arnie Schwartzentruber	arnieschwartz@msn.com	
Policy & Procedures	Greg Barker ,Paul Matresky; Lee Griffi	gltsb@rogers.com	tavihockey@yahoo.ca
Coach Mentor	Coaches Committee		
Convenors - Pre Novice	M.C. Lamond; Chad Blum	diamond@rogers.com	
Convenors - Novice	Greg Barker, Mike Donaldson	larry.kropf@cwisp.ca	gltsb@rogers.com
Convenors - Atom	Chad Ziegler; Paul Matresky	cjrrziegler@rogers.com	tavihockey@yahoo.ca
Convenors - Peewee	Mike Harvey Dave McLaren	harveyspropertycare@rogers.com	dmclaren@execulink.com
Convenors - Bantam	Greg Barker, Lee Griffi;	gltsb@rogers.com	leegriffi@rogers.com
Convenors - Midget	James Kropf; Mike Donaldson	JKropf@newlifemills.com	gltsb@rogers.com
Convenors - Juvenile	Arnie Schwartzentruber; Lee Griffi	arnieschwartz@msn.com	leegriffi@rogers.com

Coordinator's Duties

League Representative(s) / Contact Coordinator(s)

The League Contact Person is the T.D.M.H.A. representative/liaison with the various leagues that our association is a member of. Any concerns that you have regarding situations or occurrences within a league should be directed to the appropriate League Contact Person for follow up. The League Contact Person in conjunction with the Ice Time Co-Coordinator will be responsible for setting up any re-schedules within the league for the regular season and playoffs.

OMHA Centre Contact Person

In this capacity the OMHA Centre Contact Person is responsible for processes such as rostering of teams, conveying suspension information regarding match penalties, bringing appeal/protest information to the Executive Committee for possible action. As well the OMHA Centre Contact Person is the conduit for all information that flows between the OMHA and Tavistock Minor Hockey.

Ice Time Co-Coordinator

The Ice Time Co-Coordinator is responsible for the scheduling of all games and practice times for the T.D.M.H.A. If you are scheduling any exhibition games, you **must** contact the Ice Time Co-Coordinator. They are responsible for arranging referees, timekeepers and gatekeepers for your game. The Ice Time Co-Coordinator is also aware of the various protocols that must be followed when involving teams from other leagues or associations. If you need to re-schedule a game, you **must** contact the Ice Time Coordinator prior to making any changes/arrangements. (Reference: Policy/Procedure "Re-Scheduling of Games") If you are entered into a tournament or playing an exhibition game away from home, and are unable to utilize your assigned ice time(s), you **must** contact the Ice Time Coordinator, so that your ice time can be allocated to another team. If you are unable to use your ice time on a specific day or time, please contact the Ice Time Co-Coordinator so that your ice time can be allocated to another team.

**FAILURE TO USE YOUR ALLOCATED ICE TIME(S) WILL RESULT IN
THE LOSS OF ICE TIME FOR YOUR NEXT SCHEDULED PRACTICE.
A MINIMUM OF 72 HOURS NOTICE MUST BE GIVEN.**

Minor Hockey Ombudsman

The position of Minor Hockey Ombudsman is in place to handle situations in which an “arms length” investigation of an event or occurrence is required.

The Minor Hockey Ombudsman is typically a person(s) who is very familiar with the “inner workings” of a minor hockey association. Usually this position is filled by a former Executive Committee member who has an intricate understanding of how our minor hockey system works.

The role of the Minor Hockey Ombudsman is that of a fact finder. They would gather information regarding an occurrence or situation, talk to the parties involved, and report the findings back to the T.D.M.H.A. Executive Committee for resolution. The Minor Hockey Ombudsman can make recommendations regarding a process, but not on an individual case. If as a coach you find yourself in a situation that seems cannot be resolved, then contact the President or Secretary of T.D.M.H.A., who can assist in getting this process started.

Equipment Committee

Committee is responsible for ensuring that your team has adequate supplies for the season. Pucks, water bottles, first aid supplies, diagramming boards, sweaters, goalie equipment etc. All supplies are inventoried, repaired and replenished prior to the beginning of the season. If you require additional supplies, please contact a committee member. You can help control costs by:

- a) laundering your sweaters several times throughout the season.
- b) after your practice, have someone walk around the perimeter of the playing surface and pick up any pucks that have gone over the boards.
- c) ensure players treat all T.D.M.H.A. equipment with care and respect.
- d) if you notice a tear or rip in a sweater or goal equipment, bring to the attention of a committee member so they can have it repaired promptly.

Parent Rep Coordinator

The T.D.M.H.A. will at the inaugural meeting of the new Executive Committee, select or appoint a Parent Rep Coordinator. The Parent Rep Coordinator will initiate a process with the coaching staff of each team to obtain the name of the Parent Rep for that team. The Parent Rep Coordinator will prepare a listing of Parent Reps by team for distribution to the Executive Committee and The Tavistock Minor Hockey Parents.

Coach Mentor Program

- Background:** At the Molson Open Ice Summit in August, 1999, key stakeholders from all levels of hockey recommended the establishment of a National Coach Mentorship program. In May 2000 the Canadian Hockey Association endorsed This recommendation and announced the creation of the National Coach Mentorship Program (NCMP) On September 15-17, 2000, Open Ice II was hosted by the Ontario Centre for Excellence. Each member association of The Ontario Minor Hockey Association was requested to send a representative.
- Policy:** At the October 2000 Executive Committee meeting of the T.D.M.H.A., a Coach/Mentorship initiative was established.
- Process:** The T.D.M.H.A. will at the inaugural meeting of the new Executive Committee, appoint or solicit recommendations on the appointment of a “lead” Coach/Mentor for the minor hockey program in Tavistock.
The Coach/Mentor shall report directly to the Executive Committee of the T.D.M.H.A.
The Coach/Mentor will act as a resource person for all of the coaches within the Association and will strive towards providing consistency at all levels of T.D.M.H.A. hockey programs.

Section 2 - Registration Process and Rates

Withdrawals & Refund Policy

Player withdrawal requests must be made in writing and presented to a current member of the T.D.M.H.A.'s executive. Refunds will be granted as follows:

Withdrawal request received prior to September 1st: registration fees refunded at 100% less fundraiser fee.

Withdrawal request received after September 1st but before October 1st: refunded at registration fee, less fundraising fees less 1/7th of registration fee.

Withdrawal requests received after October 1st will be brought forward to the next meeting of the T.D.M.H.A.'s executive and will be refunded as deemed fit by the executive.

T.D.M.H.A. holds the right to refuse reimbursement. If a player is suspended or expelled for disciplinary reasons.

With a voting majority of the T.D.M.H.A. executive, upon request may possibly refund players partially, or in full due to exceptional circumstances.

Section 3- Team Positions & Responsibilities

Coach, Trainer, and Team Officials Selection Process

T.D.M.H.A. encourages all individuals who have interests in helping as a Coach, Assistant Coach or Trainer to complete and submit an application to the TDMHA by May 1st. Applications may be submitted by email or in person to a current member of the T.D.M.H.A. Application forms will be available on the tavistockminorhockey.com. Applications will be reviewed by the Coaching Committee who will interview applicants at their discretion. After reviewing all applications, the Coaching Committee will make their recommendations to the T.D.M.H.A. Executive of who they deem to be the best suited for the positions on each team. The T.D.M.H.A. Executive will vote on each position and appoint the positions. All applicants will be contacted by a member of the Coaching Committee and notified of their applications status. Coaches, Assistant

Coaches, and Trainers must meet appropriate levels of certification and are required to complete the Respect In Sport – Coach version or have Speak Out certification before being allowed on the bench or ice. All team officials should refer to the OMHA Manual Of Regulations Section 6.0 to 6.5 for reference of requirements and certifications.

Coaching staff duties and responsibilities

Coaches and team management are expected to operate the team within established policy and guidelines set forth by local, provincial and national hockey associations. Delegation of responsibilities to assistant coaches, managers and parents is necessary, desirable and encouraged. Each team must conduct a Parent/Guardian/ Coach meeting after the team has been selected. Coaches should be reasonable in their demands on the player's time, energy and enthusiasm. Team officials should be aware that hockey is not the only activity players are involved in. Family events, school are other priorities players may have. Remember that kids play hockey for the fun and enjoyment of the game and that winning is only part of it. All players should be included in the games and practices. Remember that players do not develop or enjoy "sitting on the bench" and should be allowed to contribute to the team and enjoy fair ice time. It is important that "all" players feel accepted as a member of the team and feel good about themselves and their contribution to the team. Deal fairly with players at all times. Coaches must recognize their responsibilities as **leaders, educators** and **role models** for young players. Players need a coach they can respect and look up to. Coaches must conduct themselves in an appropriate manner at all times, both on and off the ice. Abuse or harassment of any type to players, officials, parents / guardians, and spectators, will result in a disciplinary review. Coaches must ensure proper supervision of the team before, during and after all games, practices and other team functions and accept reasonable responsibility for the conduct, safety and well-being of their players. Coaches must make a personal commitment to keep informed on sound coaching principles and the principles of growth and development of the children. Coaches must obtain the appropriate certification for the level they wish to coach. The use of illegal drug, alcohol, tobacco, e-cigarettes by coaches or players during a sanctioned Minor Hockey function will result in disciplinary action.

Game Sheets (home games)

Give game sheet to visiting team at least 30 minutes before start of game. It is the home centres responsibility to enter **the game number**, date of game, centre and series on the game sheet. ***Game numbers are contained on the original schedule you have received from TDMHA.*** Fill out the team name as it appears on the schedule (i.e. Atom 2 rather than Tavistock Titans) Players do not sign the game sheet, but all team officials that are on the bench must sign their name along with their coaches, or trainers and PRS number. (if applicable)

Mailboxes/Email/Website

From time to time T.D.M.H.A. must communicate information to team officials. Locker # 26 (outside dressing rooms 4 & 5) are where the mailboxes are located. Every team has a mailbox, every Executive Committee member has a mailbox. **Please remember to check your email and/or team mailbox at the Arena for any schedule updates, ice time allocation schedules, and T.D.M.H.A. communications. It is also strongly recommended that you check the minor hockey website on a regular basis for up to date information. (www.tavistockminorhockey.com)**

Parent Representatives

Parent representatives/volunteers who are not part of the coaching staff have been an invaluable asset to the T.D.M.H.A. for many years. Parent “reps” form an integral part of the T.D.M.H.A and assist the Executive Committee in various ways. Each member team of the T.D.M.H.A. Bantam age and below shall be required to select/appoint a parent representative for their team. Midget and Juvenile teams are encouraged to recruit a Parent Rep, but may appoint a team official to act in this capacity. The TDMHA “Team Official Registration Form” has an area for you to enter your "Parent Representative information". Parent Representatives are encouraged to consult with the Parent Rep Coordinator for any questions or concerns they may encounter. Coaching staff of each individual team will determine the ‘tasks’ that they would like each Parent Rep to undertake. Examples of such tasks are, liaison between the Minor Hockey Parents for fundraising events, help coordinate off-ice events for the team and parents. Help coordinate accommodations for travel games and tournaments.

Collecting and Submitting of Fees to Minor Hockey

Throughout the season it will be necessary for teams to collect fees such as tournament entry fees or REP fees and be submitted to TDMHA. Fees should be entirely collected for an event, and then submitted to TDMHA. Submission of these fees should be completed in a one lump payment per event to TDMHA.

Example: Rep fees should be collected by a team representative from each and every player and then submitted to TDMHA with one cheque for the total collected.

Submission of these fees to TDMHA should be done in a timely manner.

Injury Reports

An Injury Report must be completed when any injury occurs on the ice that causes a player to leave the playing surface, or miss several shifts, as a result of an injury, or at any other time a report is required to be completed. Completed injury reports should be forwarded to the TDMHA Insurance Coordinator in a timely fashion.

Forms can be left in the TDMHA mailbox mark "Injury Reports"

Length of Periods

The T.D.M.H.A. will set the length of periods that teams are allowed to play during the regular season. Since referees fees are structured based on period lengths, team officials **cannot** alter period lengths without the advanced approval of the Ice Time Coordinator. This policy will be reviewed on an annual basis. This policy applies to the regular season only and will conform to any rules regarding period lengths as established by any leagues to which the T.D.M.H.A. is affiliated.

Team	Length of Periods
Pre Novice (Initiation)	10-10-10
Novice Rep	10-10-15
Novice Local League	10-10-10
Atom Rep	10-10-15
Atom Add	10-10-15
Atom Local League	10-10-15
Peewee Rep	10-10-15
Peewee Add	10-10-15
Peewee Local League	10-10-15
Bantam Rep	10-15-15
Bantam Add	10-15-15
Bantam Local League	10-15-15

Midget Rep	10-15-15
Midget Add	10-15-15
Midget Local League	10-15-15
Juvenile	15-15-15

Newspaper Reports

For many years, the Tavistock Gazette has encouraged and allowed minor hockey teams in Tavistock to submit articles/ reports outlining the results and accomplishments of individual teams. The T.D.M.H.A. strongly encourages every team to submit articles about your game results to the Tavistock Gazette for publication. All articles must be submitted to the Tavistock Gazette by 8:30 a.m. on Monday morning. Articles can be submitted in person, delivered through the mail slot at the front door of the Gazette or emailed to gazette@tavistock.on.ca. It is ***important to mention your team sponsor's name in your newspaper report.*** The sweater sponsors have made a significant financial contribution to outfit your team. Ensure that the designated person(s) doing the newspaper article is reporting on a regular basis, if they are not please replace them with someone who will report on a regular basis. **Tips from the Gazette** a) Please stick to the facts of the game, goals, assists, team name, opponent, where and when the game was played. Please attempt to limit your game reports to 100 words or less. T.D.M.H.A. has numerous teams that play, so space in the paper is limited. The Gazette reserves the right to edit articles due to space restrictions. Every player gives his/her best during each game, so it is not necessary to repeat this type of comment every week. Please remember that all players on the team are important, just not the ones that score goals, or have assists and should at times though out the season be included in the articles.

Parent/Child Hockey Games

Each player registered in the T.D.M.H.A. is insured through the Ontario Minor Hockey Association (OMHA). The insurance policy is specific with respect to which types of activities are covered under the policy. The OMHA has an expectation that players will compete against players of a similar age group and stature. A parent/child "fun" hockey game is an activity which is **not covered** under the current insurance policy. If a child was injured during such an activity, the insurance would be invalid. As such the

T.D.M.H.A. as the “purchaser” of the ice time may be deemed liable from any potential legal action arising from the occurrence. The T.D.M.H.A. is committed to ensuring that players have a safe environment and conditions in which to participate in the hockey ‘experience’. Since current insurance coverage would be null and void during a “Parent/Child” hockey game, the T.D.M.H.A. prohibits the use of T.D.M.H.A. sponsored ice time for these types of activities.

Parent / Coaches Meeting

Each team (with the exception of Juvenile) must conduct a Parent/Coach Staff meeting after the team has been selected and formed in order to:

- a) introduce coaching staff to parents.
- b) discuss your coaching philosophy, and goals for the upcoming season.
- c) talk about your practice plans and the expectations you have of players & parents during practice times.
- d) discuss as a coaching staff your thoughts and interpretation of the fair ice time policy, and how you will proceed throughout the season.
- e) enable parents to understand the goals and objectives of the team.
- f) inform parents what is expected of them and the players.
- g) listen to the concerns that parents might have.
- h) discuss tournaments your team may wish to enter.
- i) establish an open line of communication with parents.
- j) select/elect a parent rep and any other position you may wish to have.
- k) have a question and answer period and listen to any concerns a parent may have.

Note: If you wish a member of the Executive Committee or Convenor to attend your parent meeting, please contact the TDMHA Secretary to make arrangements

Protective Equipment

It is the responsibility of all team officials to ensure that players are wearing full protective equipment during all games and practices. All team officials must wear a CSA approved helmet while on the ice surface during practice sessions. The Executive Committee of the T.D.M.H.A. wholly supports the Hockey Canada and Ontario Minor Hockey Association (OMHA) directive ensuring that players and team officials wear the proper CSA approved protective equipment at all times as per OMHA Regulations 17. OMHA insurance is nullified if a player or team official is not

wearing the proper mandatory CSA approved protective equipment. The term **“ice surface”** includes the player’s and penalty benches. Players who are not wearing the proper CSA approved protective equipment during practices as outlined in the Hockey Canada Rule book will be subject to immediate removal from the ice surface. **Team Officials are expected to enforce this policy.** Any team official that allows a player(s) on the ice surface without the proper CSA approved protective equipment will be subject to disciplinary action. Any team official that is not wearing the proper protective CSA approved helmet as mandated by Hockey Canada and OMHA policy shall be subject to disciplinary action. The following CSA approved protective equipment must be worn by players at all times when on the ice surface during T.D.M.H.A practices:

1: CSA approved helmet with CSA approved face mask properly affixed with chin straps. **CHIN STRAPS MUST BE PROPERLY AFFIXED AND FASTENED BEFORE A PLAYER STEPS ON TO THE ICE SURFACE. THE CHIN STRAPS MUST REMAIN FASTENED AT ALL TIMES WHILE THE PLAYER IS ON THE ICE SURFACE.**

2: CSA approved neck protector

3: In addition to conditions 1 & 2, goaltenders must also wear a CSA approved ‘bib’ which is properly affixed to their helmet/facemask

4: An ‘intra oral’ mouth guard. This mouth guard must be in place during all on ice sessions (i.e. games and practices). Players must wear the mouth guard properly at all times.

5. All team officials who are on the ice surface must during a T.D.M.H.A. sponsored practice are required to wear a CSA approved helmet during the entire time that they are on the ice surface.

PLEASE NOTE: The term ‘ice surface’ includes the player’s and Penalty benches. Players and team officials are allowed to remove their helmet while on the benches to make repairs, adjustments and wipe the inside with a towel as required. player’s do not need to removed their helmet when taking a drink from a water bottle. If the repair/adjustment is extensive, the player should move to the bench located behind the main bench to make repairs. This will help reduce the risk of being injured by a puck, stick etc. For further information on equipment refer to OMHA Manual of Regulations section 17

Re-Scheduling of Games

On various occasions there may be a legitimate need/reason for games to be re-scheduled. Team Officials at the Representative and Additional Entry level are reminded that they have an affiliated player list that they can draw from in a “time of need”. Availability of extra prime time ice time is very limited in Tavistock. When this combined with the strict league rules for completion of scheduled games, there is need for a concerted effort for all teams to play their games within the timelines prescribed in the various league schedules. it is **extremely important** that you notify the Ice Time

Co-Ordinator of any tournaments that you are entering so that game reschedules can be done ASAP. The authority for scheduling and re-scheduling of games as required shall rest with the Ice Time Scheduler/Coordinator. He/she shall operate based on the principles established by the T.D.M.H.A. Executive Committee.

- Procedures:**
1. At the beginning of each new term of the Executive Committee, an Ice Time Scheduler/Coordinator shall be elected/appointed for the upcoming season.
 2. The Ice Time Scheduler/Coordinator is the sole authority for the re-scheduling of games for the T.D.M.H.A. teams. His/her decision shall be final.
 3. The Ice Time Scheduler/Coordinator will adhere to the following criteria as established by the T.D.M.H.A. Executive Committee as valid reasons for the re-scheduling of a game.
 - a) Team is playing in an OMHA sanctioned tournament;
 - b) inclement weather;
 - c) a majority (50 +1) of the team is involved in another activity (i.e.. school based activities);
 - d) death of a player or team official;
 - e) other situations/circumstances deemed appropriate by the Ice Time Scheduler/Coordinator.
 4. During OMHA playdowns, the Ice Time Scheduler/Coordinator has the authority to re-schedule to re-schedule games/practices in order to accommodate an OMHA series within the prescribed time limits. (normally a two week period)
 5. The Tavistock and District Recreation Centre Manager also has authority to “bump” a team from their designated ice time in order to accommodate scheduling conflicts. Any such changes are done in conjunction with the T.D.M.H.A. Ice Time Scheduler/Coordinator.

Busing Stipend (OMHA Semi and Final Series)

Representative teams from the Tavistock and District Minor Hockey Association compete in the Ontario Minor Hockey Association (OMHA) playoffs during each hockey season. The association competes with teams within their own classification as

determined by the OMHA. When a team advances to the semi final and final rounds there could be significant travel involved within the Province of Ontario. The Tavistock and District Minor Hockey Association will provide a stipend for each representative team that reaches the OMHA semi finals or finals based on the following parameters:

- a) maximum payment of \$500 per series for representative teams playing in the OMHA semi final or final series.
- b) the distance between each centre 1 way must be at least 100 miles or 160 kilometers in order to qualify for this stipend.
- c) the stipend will be paid for bus travel only and cannot be used to cover accommodation costs or individual mileages accrued by coaches or parents driving private vehicles to the games.

- Procedure:**
1. Team officials are responsible for the “booking” of the bus and payment to the busing company directly.
 2. Team Officials present the paid invoice of the bus company which outlines the Mileage/kilometers of travel to the Treasurer, T.D.M.H.A.
 3. The Treasurer will review the invoice ensuring it meets the parameters of the “Busing Stipend for OMHA Playoffs Semi Final and Final Series” policy and then issues the cheque to the team official to a maximum of \$ 500.00 per

Notes: Please do not submit individual invoices for each game within a series. If the team uses a bus more than once in a series to travel to the opposing Centre, then all invoices should be submitted at the same time.

Exhibition Games Involving T.D.M.H.A. Teams

Exhibition games provide a valuable learning experience for both players and team officials. Prior to the beginning of the ‘regular’ season, exhibition games can assist a coaching staff with roster selections. It is important to note that there are certain teams and leagues that are not members of the Ontario Hockey Federation (OHF). Such

teams are ineligible to play Ontario Minor Hockey Association (OMHA) teams. OMHA insurance is null and void should an OMHA team play an ineligible team and have a player injured. Teams and Minor Hockey Associations that violate this OHF policy are subject to a severe penalty, including suspension of the offending team and possible suspension of all member teams within an Association. The T.D.M.H.A. Executive Committee has the responsibility of ensuring that the Association follows and does not contravene the policies of the bodies which govern minor hockey in Ontario All exhibition games both home and away must be reported and approved by the T.D.M.H.A.'s Ice Time Coordinator prior to the game being played.

Process:

1. Any team who wishes to play an exhibition game(s) must request and receive permission from the Ice Time Coordinator. Such requests should be made prior to confirming your participation with the other team.
2. At his/her discretion, the T.D.M.H.A. Ice Time Coordinator will give permission for the team to schedule and play an exhibition game.
3. The T.D.M.H.A. Ice Time Coordinator is responsible for informing the Referee-in-Chief, Gatekeeper and Timekeeping Coordinators of staffing requirements for all home exhibition games. These Coordinators will only supply the required staff when informed by the T.D.M.H.A. Ice Time Coordinator.
4. Any team official who violates this policy will be subject to disciplinary action which may include the loss of ice time allocation(s) and the suspension of team officials.

Fundraising Activities for Individual Teams

The Executive Committee of the Tavistock and District Minor Hockey Association is charged with the responsibility of running a viable minor hockey program in the community. As such, from time to time T.D.M.H.A. may solicit donations, sponsorship etc. from the community at large on behalf of the association. In the case of a sweater sponsor, a business pays a sponsorship fee to have the name of their business on a set of sweaters. Other local businesses may choose to make a donation to T.D.M.H.A. for purchase of other items. Tavistock Minor Hockey Parents also raise funds for minor hockey. Their fundraising efforts are co-coordinated with T.D.M.H.A.

Policy: Any team that undertakes fundraising activities in which businesses or individuals are approached for funding, must have the fundraising activity approved by the Executive Committee of the T.D.M.H.A. This policy does not apply to fundraising activities that are restricted to immediate team members or their families. Any unsolicited donations made to a team directly must be reported to Secretary, T.D.M.H.A. so that proper acknowledgement of the contribution can be made on behalf of the T.D.M.H.A.

Procedure:

1. Complete an “Authorization for Fundraising Activities” form.
2. Submit the completed form to the Secretary, T.D.M.H.A.
3. Secretary, T.D.M.H.A. brings request to the next scheduled Executive Committee for decision.
4. Secretary, T.D.M.H.A. conveys decision to submitting team within two days of the Executive Committee decision.

Notes: This policy has been designed to co-ordinate fundraising activities within the Association. The T.D.M.H.A. appreciates every contribution received from the community and local business.

1. Team members and their supporting individuals must be fully apprised of costs associated with tournaments. This is particularly important with respect to “Regional Silver Stick Tournaments” and additional costs incurred if a team moves on to the next level.
2. One of the overall mandates and responsibilities of the T.D.M.H.A. is to provide affordable hockey program to its’ members.
3. Executive Committee meetings are held on the first Monday of each month. Teams submitting an “Authorization for Fundraising Activities” form should plan effectively regarding the submission of their request.

Authorization for Fundraising Activities

Section 1 & 2 (to be completed by team officials)

Team Name: _____

1. Purpose of Fundraising Activity: (what are you raising funds for)

2. Business to be solicited:

_____	_____
_____	_____
_____	_____
_____	_____

Executive Committee Use Only:

Received date: _____

Request forwarded to Executive Committee Meeting: ☐ Yes ☐ No

Date of Executive Committee Meeting: _____

Approved: ☐ Yes ☐ No Date: _____

Date Decision forwarded to Team: _____

(within 2 days of decision)

Fair Ice Policy

The fair ice policy has been created to provide coaches, parents, & players, as a guideline and an understanding of what T.D.M.H.A.'s expectations are in respect to balanced playing time for all players.

The Coaching Staff should be attentive and follow these guidelines and provide balanced ice time for all of the players, during exhibition, tournaments, league or playoffs.

Coaches, parents, and players must be mindful that all players sign up, and pay equal registration to play hockey within their divisions. Hockey provides physical recreation and enjoyment. Medals and championships are only a part of why players take pleasure in playing hockey.

Fair ice time is a fundamental principle of a "team" concept. All players are a member of the team, regardless of their level of skill, and must be allowed to contribute to the success of the team. Coaches should provide all players with opportunities throughout the season to develop and contribute in all aspects of the game, such as power plays, and penalty kills. The end result, this will create improved players, but more importantly provide players with a more rewarding hockey experience.

Goalies should receive equal ice time compared to the other goalies of their rostered team during exhibition and league games. Goalies should not sit for more than two consecutive games, unless for disciplinary reasons. During tournament or playoff games, coaching staff should attempt to utilize goalies in at least 1/3rd of the games and should not sit for more than three consecutive games.

Parents and players should be aware that as much as a coach may strive to provide all players with equal ice time, there are many factors that make it impossible to do so.

Examples of acceptable factors are:

- disciplinary reasons such as repeated penalties involving risk of injury such as, head checks, checking from behind, cross-check, slashing, etc.,
- Penalties, such as 'unsportsmanlike, roughing after the play, etc. may be considered disciplinary reasons to sit a player for a period of time. Duration should be dependent on, the behavior and number of occurrences. For example, a 'bad taste' penalty could result in sitting for a single shift. Disrespectful behavior toward team personnel or a teammate or if players have repeated offenses, could result in sitting for multiple shifts.
- Unacceptable conduct before, during, and after games will not be tolerated and should be addressed by the coaching staff. Disrespectful mannerism towards coaches, officials, other teams and spectators, may result in disciplinary

consequences, of which may be a loss of playing privileges. Players should always be aware that they represent the T.D.M.H.A.

- Missed practices or games without appropriate cause. Notice should be given ahead of time whenever possible to the coaching staff when a player is unable to attend a practice or game.

Loss of ice time is not the only means of dealing with the aforementioned examples, and may not be the most suitable means of dealing with inappropriate behavior. When players sit for disciplinary reasons, coaches must explain to the player why they have been sat. For Pee-Wee age level and lower coaches should also inform the parents of the reason(s) the player sat.

- Exhibition games played during tryouts.

Coaches may limit some players ice time, or ask some players to sit out a tryout game to allow others still competing for a spot on the team to have more ice time and allow coaches to view these players in game situations.

- During games, situations arise, making it difficult for players/coaches to make a line change. Also the overall flow of the game can make it difficult for players to get to the bench and make a change. Executing a line change is a skill that players master.
- For reasons of health and safety such as an injury. Team Trainers have the final decision on whether a player is physically fit to play. They should always err on the side of caution if they are unsure.
- In games that have numerous penalties, line rotations can be difficult to organize and maintain. Management of the bench is not an easy task for any coach, and players and parents must always take this into account.
- Coaches should exercise good judgment for determining player rotations during close, critical games and key situations. A strategy that coaches may utilize is to "Shorten the Bench". A coach may play certain players for an extra shift or two that they feel may increase the chances of protecting a lead, or obtaining a needed go-ahead or a tying goal. The coach should define their intention of this practice to the parents and players prior to the start of the season. "Shortening the Bench" should only be implemented for a short duration during the game, and typically done during the last few minutes of a game. Coaches should not solely rely on using this strategy, and be one of many strategies used. Coaches should try to provide additional opportunities in other games to players whose ice time is adversely affected in these situations.

- Occasionally a player's performance may be subpar to their typical performance for such reasons as, lack of interest in the game, feeling exhausted, decreased stamina, lack of effort, expressed lack of confidence in their own playing abilities. Issues such as these may be reasons to give a player a shift off. Players should be informed why they are not getting their "regular shift", if possible before missing a shift. Other methods should be used to inspire a player to bring up their game and perform at their expected level.

Addressing concerns with a players ice time

Before addressing concerns with ice time, consider all the examples above. Considerations of a player's time should be done so over more than just one or two games. Remember to wait 24 hours before taking action if you are feeling frustrated. Consider that there are many factors that weigh into a players ice time. Parents and players should use sound judgment when evaluating ice time. Parents who take unnecessary measures such as using a stopwatch to time shifts should re-evaluate their expectations of their child's participation in minor hockey. Coaches are volunteering their time and always deserve to be addressed respectfully, and given a chance to address and explain their view on the circumstances. Another option is to contact a convener for you division (Refer to T.D.M.H.A. Sub-Committees). The convener can make arrangements to mediate at a meeting with the coach, or meet with the coach separately if needed. The convener can also draw upon other members of the executive to further assist with resolving the concern.

Player enjoyment is the primary factor in a player's decision to play and continue to play hockey over many seasons. Coaches must always be mindful of a player's chances to succeed in game situations. There are times when a player's success may depend on the opposition they face and coaches may choose to juggle lines so players are not set up for failure. This should be done in the best interest of the player and the team. When a player is successful in their play they will feel rewarded in their contribution to the team, and the team will embrace the player's contribution.

Coaches should also always be aware that when faced with adversity, many times players will surprise and rise above to achieve even greater success. Coaches, Players, and Spectators all desire the "win" for the team, but keep in mind that it is a recreational game, and a "win at all costs" attitude is unacceptable.

Fair ice time is a fine balancing act that coaches should spend more time contemplating then just continually using their highest skilled players to achieve a win. The most successful teams are dependent and utilize all of their members.

Section 4

Team Divisions, Selection of Players and Player Guidelines

Roster Assignments During Tryout periods

During the initial 'try-out' period it is essential that each player receive an equal opportunity to display their abilities to the 'rep' team coach(es) while attempting to win a position with a representative team.

The T.D.M.H.A. Executive Committee supports the following principles:

- i) That every player receives an equal opportunity in trying to win a position on a representative team.
- ii) That every roster assignment ('player cut') be done in a way that ensures that each individual player is treated with respect and in a manner which allows them to maintain their self esteem.

Policy:

1. Each player shall have the opportunity to participate in a minimum of two (2) practices during the "rep" try-outs". No alternate roster assignments ('player cuts') shall occur prior to the player being on the ice for two sessions/practices.

A player may, of their own accord decide that they do not wish to participate in 'rep' try-outs'. The minimum two (2) practice 'rule' shall not apply to these individuals.

2. In consultation with the "Additional Entry" team coach (if applicable), the Rep Coach will be responsible for making the initial roster reassignments.

3. When roster assignments take place, all players shall be called individually into a designated room and informed of their placement with respect to the next team practice. This process shall continue until all team rosters have been finalized.

Affiliation of Players guidelines

Only if the following rules are complied with will a team be able to utilize an Affiliate Player (AP)

- An Offer of Affiliation form must be properly filled out, signed by the parent(s)/guardian of the player to be affiliated, coach of affiliated player, rostered coach and the affiliated player and the OMHA Contact or Delegate
- Affiliation forms must be submitted to the TDMHA before November 15th of each year. The affiliation will be created by TDMHA and approved by the OMHA Regional Executive Member electronically.
- Affiliated players are not to replace players of the rostered team.

Affiliated Players and Processes

Permission must be obtained before an affiliate player can play or practice for a team from the affiliate player's team head coach each and every time the player is needed. Failure to obtain permission to use an AP player may result in disciplinary action of the head coach. If permission is granted by the player's head coach, the affiliating coach must first obtain the player's parents/guardians consent, before approaching the player to inquire whether the player wishes to attend the proposed game or the practice time. An affiliated player's rostered team should have precedence over any other hockey activity. Example- if an affiliated player has a regular season game or practice with his/her own team and is called to AP for a game or practice, this player has a responsibility to play for his or her own team first. Whenever feasible, coaches should allow opportunities for affiliate players to compete at a higher level. If an affiliated player chooses to forego his/her own team's games or practices, the coach has the right to deny the player to affiliate to the higher team. Communication between both the rostered, and the affiliated coach is crucial for a successful AP program. Injuries, suspensions and any other pertinent information should be relayed between the coaching staff in a timely fashion. All persons involved should be mindful of the best interests of the affiliated player, and to respect when a player/parent doesn't wish to participate at the higher level team. AP's must not be called up for a game just to sit on the bench. AP's should receive ice time and play in the game with consistent rotations.

Affiliated Players - Suspensions

Any affiliated players who receive a penalty which carries a game suspension or more, must serve the suspension with the team they are signed/rostered with.

EXAMPLE: Player A signed with the Bantam AE team and is affiliated with the Bantam Rep team. Player A receives a gross misconduct with the Bantam Rep team. Player A must serve his two game suspension with games from the Bantam Add schedule. He/she is prohibited from playing with the Bantam Rep or Bantam Add team until his/her suspension has been served.

Section 5 - Code of Conduct / Discipline

Bullying, Harassment and Abuse Policies

It is the Policy of TDMHA and Hockey Canada that there be no bullying, harassment, or abuse of any of its participants, members or spectators. Hockey Canada has developed policies and procedures on these matters. TDMHA is in full support of these policies and procedures and has adopted them for its use. For details regarding these policies and procedures, please see the following documents.

http://cdn.agilitycms.com/hockey-canada/Hockey-Programs/Safety/Speak-Out/Downloads/bullying_eng.pdf

<http://www.canlii.org/on/laws/sta/c-11/20040802/whole.htm>

<http://www.hockeycanada.ca/Hockey-Programs/Safety/Cyberbullying>

